

---

# 10 SiteManager

---

**Main Panel**

**Basic Sample Data Tab**

**Additional Sample Data Tab**

**Contract Tab**

**Other Tab**

**Test Tab**

*Test Method Data Entry*

**Adding Attachments (OLE)**

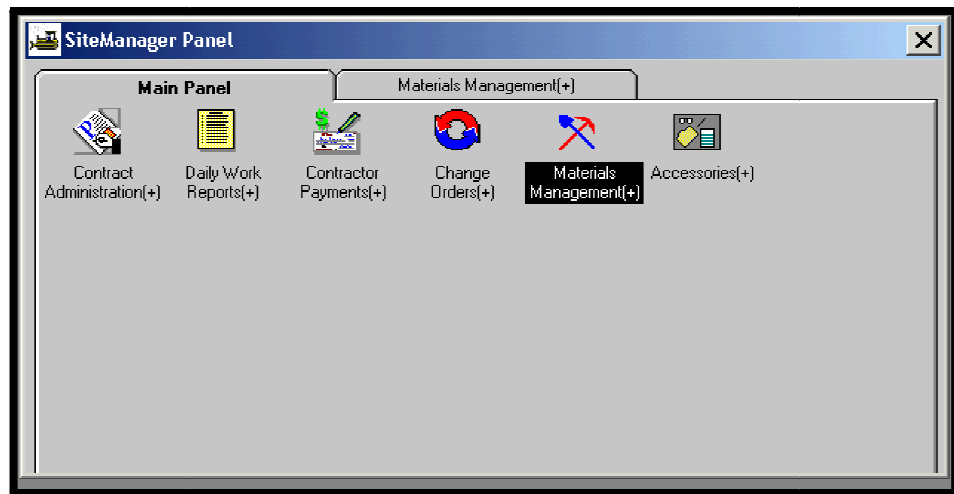
**Find Sample**

# ***CHAPTER TEN: SITEMANAGER DATA ENTRY FOR MATERIAL 707M00020***

---

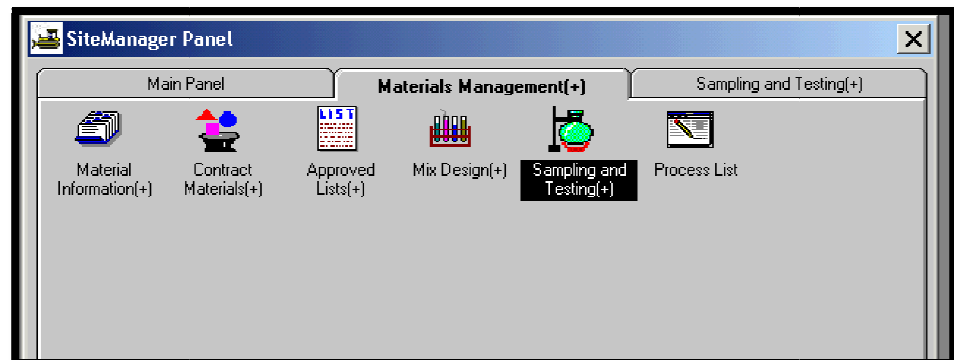
## **SiteManager Panel**

From the SiteManager Main Panel (Figure 10-1), select the "Materials Management (+)" icon:



**Figure 10-1. Site Manager Main Panel**

From Materials Management Tab (Figure 10-2), select the "Sampling and Testing (+)" icon.



**Figure 10-2. Materials Management**

From the Sampling and Testing Tab (Figure 10-3), select the "Sample Information" icon.

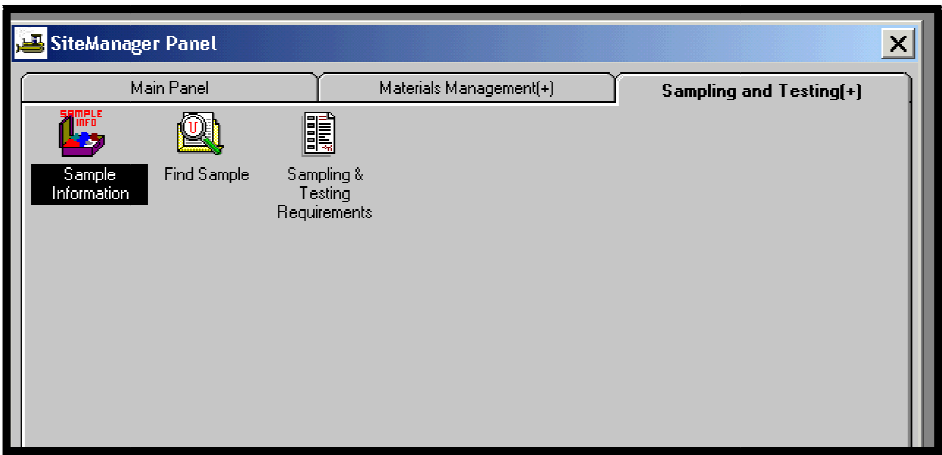


Figure 10-3. Sampling and Testing

From the Maintain Sample Information Panel (Figure 10-4), enter all information required for the material records for the structural members for each project on a contract that are completed. There may be more than one project on a contract. In this case, a new Sample ID shall be created for each project.

The screenshot shows a software window titled "Maintain Sample Information". It has five tabs: "Basic Sample Data", "Addtl Sample Data", "Contract", "Other", and "Tests", with "Basic Sample Data" being active. The form contains several input fields and dropdown menus. At the bottom, there is a blue text box explaining the Sample ID format: "Sample ID: RYYDSSSS12345 where H = Heport (Must always be a capital 'H') YY = last 2 digits of the current year D = District Number (1-6), Office of Materials Management (7) or Toll Road (8) SSSS = submitter number 12345 = sequential number assigned". The status is set to "Pending". The sample date and log date are both set to "00/00/00". The acpt meth is set to "Spaces". The geog area is set to "Spaces". The auth by and auth date fields are empty. The represented qty is set to ".000". The status is set to "Pending". The sample date and log date are both set to "00/00/00". The acpt meth is set to "Spaces". The geog area is set to "Spaces". The auth by and auth date fields are empty. The represented qty is set to ".000".

Figure 10-4. Maintain Sample Information

The sample ID number will be designated by either the Structural Fabrication Supervisor or the Technician. This number is defined in the blue font at the bottom of the Maintain Sample Information Panel and designated as follows:

R = Report (must capitalize “R”)

YY = last two digits of the current year

D = District Number (1-6), Office of Materials Management (7), or Toll Road (8)

SSSS = Submitter Number assigned to the Technician for Site Manager Data entries

12354 = Sequential Number assigned by the Structural Fabrication Supervisor or the Technician.

For each sample ID, five tabs are filled in to completion along with the necessary attachments. The tabs include: the Basic Sample Data tab, the Addtl Sample Data tab, the Contract tab, the Other tab, and the Tests tab. The attachments are added with the yellow attachment icon. The means of filling in the information is described as follows:

## BASIC SAMPLE DATA TAB

For the Basic Sample Data Tab (Figure 10-5), SiteManager will automatically generate some of the information as other fields are completed. The fields that the Technician is required to complete are: Sample ID, Status, Sample Date, Log Date, Link To (if necessary), Sample Type, Acpt Meth, Material, INDOT Sampler/Witness, P/S-Mnfct, Geog Area, Lot/Sublot, and Represented Qty.

**Maintain Sample Information**

**Basic Sample Data** | Addtl Sample Data | Contract | Other | Tests

Sample ID: R135473520000 | Status: Pending

Revised By: | Revising: | Sample Date: 11/3/23/13

Link To: | Link From: | Log Date: 04/01/13

Sample Type: Acceptance Testing | Acpt Meth: Approval Number

Material: 707M00020 | Prestressed Structural Members

INDOT Sampler/Witness: Jd50marti | Martincon, Jessica

P/S-Mnfct: Hoosier Precast Concrete | 9424

Type: Certified PreCast Prestressed Concrete | City: No Address Found

Prod Nm: | Geog Area: Seymour District

Lot/Sublot: B35301 (003) C-boxbeam (x16)

Represented Qty: 602.667 | LINEAR FEET (English)

Auth By: | Auth Date: 00/00/00

**INDOT**

Sample ID: RYYDSSSS12345 where  
R = Report (Must always be a capital 'R')  
YY = last 2 digits of the current year  
D = District Number (1-6), Office of Materials Management (7) or Toll Road (8)  
SSSS = submitter number  
12345 = sequential number assigned

Figure 10-5. Sample Data Tab – Status Pending

Entries on this form include the following:

*Status* - “Pending” shall be the status until the PE/PS authorizes the entry and changes the status to “Complete”. If the material has failed the testing requirements, the status will be designated “Fail”. The Structural Fabrication Supervisor will complete any failed materials entries.

*Sample Date* - The sample date will be either the date the beams for a completed project are stockpiled or shipped to the project site depending on the dates available at the time of SiteManager data entry.

*Link To* – this entry is used to link the Sample ID to another Sample ID. This is necessary if there is a failed material or if there are data entry errors that need corrected. “Link To” and “Link From” will usually be left blank.

*Sample Type* - “Acceptance Testing” will always be the “Sample Type” for Material Code 707M00020.

*Acpt Meth* - “Approval Number” will always be the “Acceptance Method” for Material Code 707M00020.

*Material* - 707M00020 is the material code for Prestressed Concrete Members. The number will be typed in exactly. The Technician may also right click on the blank white space, select “search”, and select the correct “Material Code” from the list. The Material Name will be generated in the gray box to the right of the Material Code.

*INDOT/Sampler Witness* - The Technician that has inspected the project. If there are multiple witnesses, use the ID of the person that witnessed the majority of the work, the ID for the Technician entering the data, or the ID of the Structural Fabrication Supervisor.

*P/S-Mnfc* - The Producer/Supplier – Manufacturer is the name of the Fabricator Plant where the prestressed structural members were fabricated. This entry is required to be typed in exactly. The Technician may also right click on the blank white space, select “search”, and select the correct Fabricator & Plant from the list. The Fabricator approval number will appear in the gray box to the right.

*Prod Nm* – Prod Nm shall be left blank

*Geog Area* – The Geographic Area refers to the District or Lab that is responsible for testing the material

*Type* - Type identifies the type of Producer/Supplier – Manufacturer. This entry; is filled in automatically when the P/S-Mnfc is selected.

*City* - The city where the plant is located. The city name is generated automatically.

*Prod Nm* - Product Number will be left blank for Material Code 707M00020

*Lot/Sublot* - The quantity and type of structural members will be entered here

*Represented Qty* - The total amount of structural members measured in Linear Feet (or Meters for Metric). The amount totaled from the shop drawings will match the Pay Item quantity on the Contract. If the total quantity does not match, contact the Structural Fabrication Supervisor.

*Auth By* - The PE/PS will authorize the Material Entry for the contract once the beams have been set

*Auth Date* - The date the PE/PS authorizes the SiteManager Entry

## ADDITIONAL SAMPLE DATA TAB

The Additional Sample Data Tab is filled in as shown in Figure 10-6. Most of the fields are left blank.

The screenshot shows a software window titled "Maintain Sample Information" with a tabbed interface. The "Addtl Sample Data" tab is selected. The form contains the following fields and values:

- Sample ID: R135473520000
- Buy American: ☐ Spaces
- Requested By: (empty)
- Sample Size: 16 EACH
- Dist from Grade: (empty) Spaces
- Station: (empty) Offset: (empty) Reference: (empty)
- Sampled From: 9424 Hoosier Salem, IN
- Sample At: Stockpile
- Control Type: Spaces
- Beginning Number: (empty) Ending Number: (empty)
- Design Type: Spaces
- Mix ID: (empty)
- Plant ID: (empty) Plant Type: Spaces
- Sample Created from DWR: ☐
- DWR Date: 00/00/00
- DWR Inspector: (empty)
- Creator User ID: d50marti
- Last Modified User ID: d50marti
- Last Modified Date: 04/04/13
- Include Standard Remarks: ☐
- INDU (button)

The status bar at the bottom shows "Server PROD DTE d50marti".

**Figure 10-6. Addtl Sample Data Tab**

The fields that are required to be completed for Material Code 707M00020 are the Sample Size, Sampled From, Sampled At, and Plant ID fields as follows:

*Sample Size* - The sample size is the Number of structural members with the units "EACH"

*Sampled From* - The name of the plant where the structural members were fabricated will be entered in the field. The Sample From field is not specific on the text entered.

*Sample At* - The sample is stockpiled until shipped to the project site. Enter “Stockpile”

*Plant ID* - This field is specific to the text entered. Right click, select search, and select the appropriate plant ID, or leave the field blank if there are none.

## CONTRACT TAB

As seen in Figure 10-7, the Contract Tab links the sample ID to the contract. To add a contract, click on the white piece of paper icon at the top or press “Ctrl + N”. A Select Contract Material Information screen will appear as seen in Figure 10-8.

**Figure 10-7. Contract Tab**

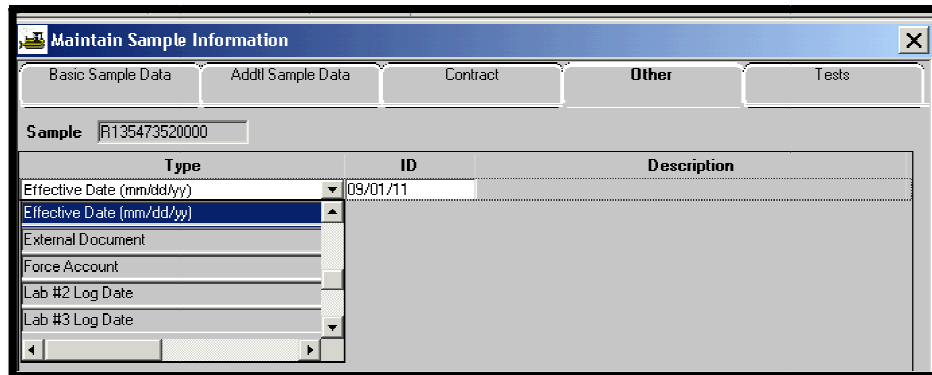
Right click on the blank Contract Id space and select “search”. The search window will then appear as seen in Figure 10-8. Select the appropriate Contract ID. If the contract ID cannot be found, contact the Structural Fabrication Supervisor.

**Figure 10-8. Contract Tab - Add Contract**

## OTHER TAB

The Other Tab is shown in Figure 10-9. “Ctrl+N” will create a new entity record. From the drop down list, select “Effective Date (mm/dd/yy)”. The effective date is the date that the Specifications for that project took effect. All projects using the 2012 specifications will have an effective date of 09/01/11. All projects using the 2014 specs will have an effective date of 09/01/13.

The effective date is the only information entered on the Other Tab.

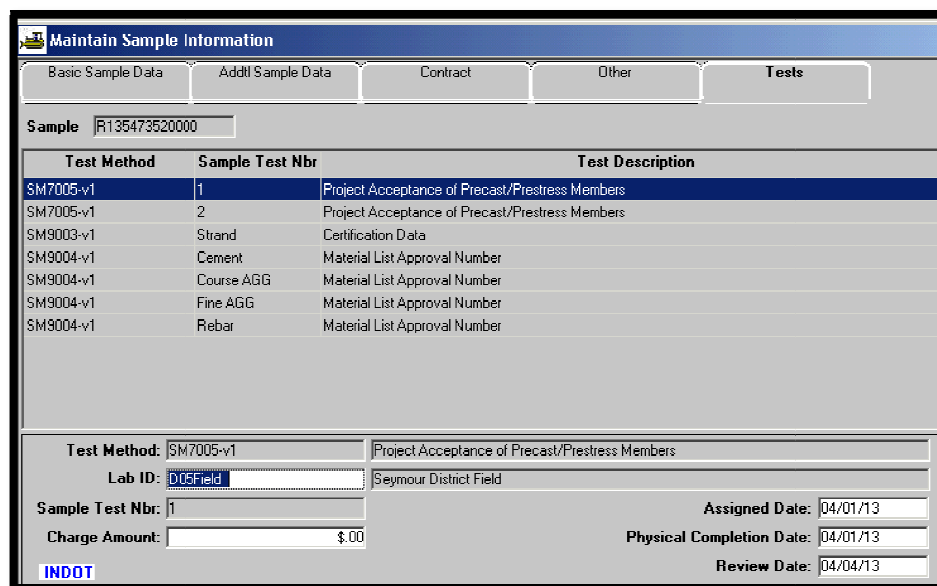


Type	ID	Description
Effective Date (mm/dd/yy)	09/01/11	
Effective Date (mm/dd/yy)		
External Document		
Force Account		
Lab #2 Log Date		
Lab #3 Log Date		

Figure 10-9. Other Tab

## TEST TAB

The Tests Tab (Figure 10-10) is where the test information is entered that will meet the requirements of the Contract Check List. Refer to the Frequency Manual for the number of required tests.



Test Method	Sample Test Nbr	Test Description
SM7005-v1	1	Project Acceptance of Precast/Prestress Members
SM7005-v1	2	Project Acceptance of Precast/Prestress Members
SM9003-v1	Strand	Certification Data
SM9004-v1	Cement	Material List Approval Number
SM9004-v1	Course AGG	Material List Approval Number
SM9004-v1	Fine AGG	Material List Approval Number
SM9004-v1	Rebar	Material List Approval Number

Test Method:	SM7005-v1	Project Acceptance of Precast/Prestress Members
Lab ID:	DCSField	Seymour District Field
Sample Test Nbr:	1	Assigned Date: 04/01/13
Charge Amount:	\$.00	Physical Completion Date: 04/01/13
INDOT		Review Date: 04/04/13

Figure 10-10. Tests Tab





Figure 10-12 illustrates the test template for the Material List Approval Number. The approval numbers may be found on the Approved Materials Lists on the INDOT website. If the approval numbers cannot be found, contact the Structural Fabrication Supervisor.

Although each Material Test Template will vary for each entry, they are accessed in the same manner.

The screenshot shows a software window titled "Material Test Template Usage". At the top, there are input fields for "Sample ID" (R135473520000), "Test Method" (SM9004-v1), "Test Number" (Rebar), and "Material Code" (707M00020). Below these is a section titled "MATERIAL LIST APPROVAL NUMBER" with a "General Information" sub-header. This section contains three rows: "Approval Number" with the value 1039394, "Comments (IF NEEDED)" with the text "Nucor / ABC Coating" and "see attachments & IC-734", and "REVIEWER ID" with the value d50marti.

**Figure 10-12. Material Test Template for Material List Approval Number**

## ADDING ATTACHMENTS

Attachments that will need to be added are:

1. IC-734
2. IC-735
3. Type A Certification for the Strand
4. Rebar Mill Certifications and Epoxy Coatings
5. Correspondence(s) in regards to beam repairs and acceptance
6. Other certifications or relevant material supplied by the Fabricator or INDOT personnel

To add an attachment (Figure 10-13), go back to the basic sample data tab. From the icons at the top of the screen, locate the yellow polygon icon. This icon will read "Attachments". Click on the yellow icon, and the Attachments toolbar will appear. Locate the icon that reads "New OLE" (OLE = Object Linking and Embedding) and click on this icon. After the attachments have been saved, the yellow icon will have a paper clip attached.

Name	Type	Description	Auto
Strand	OLE	Certifications Strand Tech Martin	<input type="checkbox"/>
Shop Drawings	OLE	Shop Drawings	<input type="checkbox"/>
Rebar	OLE	Certifications Nucor/ABC coating	<input type="checkbox"/>
Concrete	OLE	Certifications Concrete materials	<input type="checkbox"/>
#6 E-threaded	OLE	Certifications #6-threaded rebar Dayton/Nucor	<input type="checkbox"/>
Bearing pads	OLE	Certifications Tobi Engineering Inc.	<input type="checkbox"/>
Concrete Data	OLE	Detailed concrete pour information INDOT technician	<input type="checkbox"/>
IC-734	OLE	Box beam materials and test results. Reports 1-4 of 4	<input type="checkbox"/>
IC-735	OLE	Summary of Test Data, Cambers, and Shipping Information	<input type="checkbox"/>
Correspondence	OLE	Approval from Designer of Record - Shop Drawings differ from Design D1	<input type="checkbox"/>
Strand Missing	OLE	Approval of Beam D2 - one extra bent strand accidentally cut - Designer	<input type="checkbox"/>

Represented Qty: 602.667 [LINEAR FEET (English)]

Auth By: Auth Date: 00/00/00

Sample ID: RYYDSSSS12345 where  
 R = Report (Must always be a capital 'R')  
 YY = last 2 digits of the current year  
 D = District Number (1-6), Office of Materials Management (7) or Toll Road (8)  
 SSSS = submitter number  
 12345 = sequential number assigned

**Figure 10-13. Adding Attachments**


Select the New OLE icon (Figure 10-14). An “Insert Object” window will appear. Click on the “Create From File” Tab, then select “Browse”. Then browse to wherever the desired file has been saved and click “open”. (Note; Linking and embedding objects will take time. A direct Internet connection to the state network is recommended, whenever possible, instead of using Windows Explorer through Citrix to connect to files on the network drives.)

Insert Object

Create New Create From File Insert Control

File Name:  Browse...

☐ Link ☐ Display As Icon

Result:  Inserts the contents of the file as an object into your document so that you can activate it using the application that created it.

OK Cancel

**Figure 10-14. OLE (Object Linking and Embedding)**

Name the OLE attachment (Figure 10-15). SiteManager will allow up to 15 characters. In the Description Area, type a brief description of what the document is. Under “Attachment Security”, select “Add All”. Then select “Add” from the very bottom of the screen to add the file. Repeat this process for all the files that are required to be added. Once the files have been added, the files are required to be saved. Type “Ctrl+S” or click on the floppy disc icon at the top of the screen to save the files. The files may be saved individually or all at once. Remember that saving the files will take from 5 seconds to 30 minutes, depending on the size of the files and how busy the server is at that moment.

Name	Type	Desc
Strand	OLE	Certifications Strand Tech Martin
Shop Drawings	OLE	Shop Drawings
Rebar	OLE	Certifications Nucor/ABC coating
Concrete	OLE	Certifications Concrete materials
#6 E-threaded	OLE	Certifications #6-threaded rebar Day
Bearing pads	OLE	Certifications Tobi Engineering Inc.
Concrete Data	OLE	Detailed concrete pour information
IC-734	OLE	Box beam materials and test results
IT-735	OLE	Summary of Test Data, Comments, etc.
Correspondence	OLE	Approval from Designer of Record
Strand Missing	OLE	Approval of Beam D2 - one extra beam

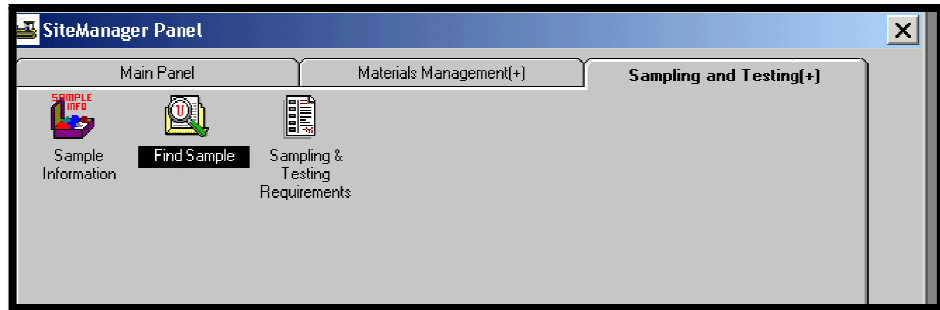
**Figure 10-15. Name OLE Attachment**

## REVIEW AND COMPLETION OF SITE MANAGER DATA ENTRY

Once all of the information has been entered into SiteManager, the Structural Fabrication Supervisor will review the information for accuracy and completion. The Structural Fabrication Supervisor will then notify the PE on the contract and the DTE by e-mail and/or telephone.

## FIND SAMPLES

A SiteManager user may wish to obtain material information for a specific contract; however, the Sample ID may not be known. Samples may be found with other known fields (Figure 10-16). The following information may be helpful:



**Figure 10-16. Find Sample**

From the Main Panel, select Materials Management, Sampling and Testing, and then Find Sample (Figure 10-17).

 The image shows a dialog box titled "Find Sample Parameters". Below the title bar, it says "Find Parameters for the Find Sample Window" and "(Samples must meet all criteria specified below.)". The dialog contains several fields with checkboxes to the left:
 

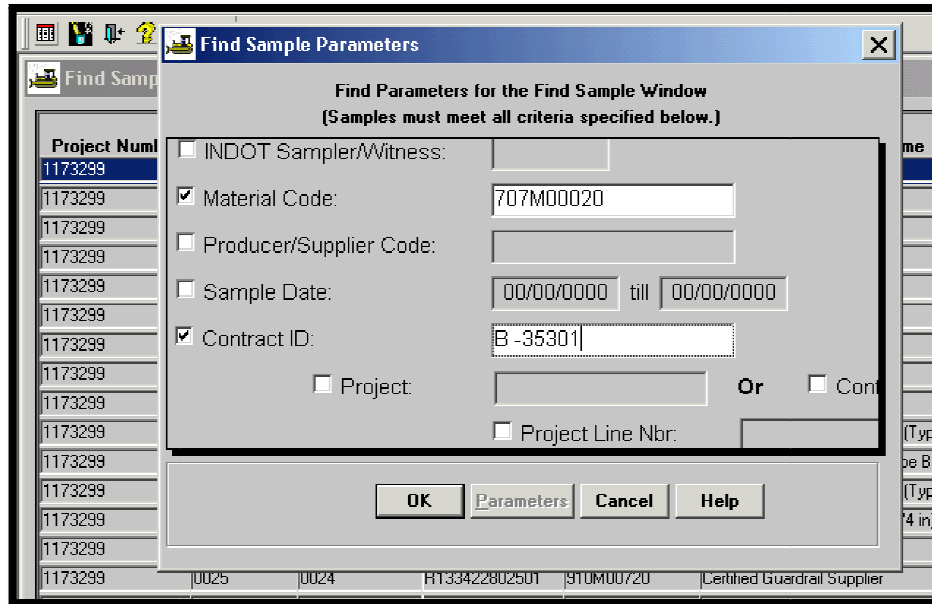
- ☐ Geographic Area: [dropdown menu]
- ☐ INDOT Sampler/Witness: [text field]
- ☒ Material Code: [text field containing "707M00020"]
- ☐ Producer/Supplier Code: [text field]
- ☐ Sample Date: [text field containing "00/00/0000" followed by "till" and another "00/00/0000"]
- ☒ Contract ID: [text field]
- ☐ Project: [text field] Or ☐ Contract Line Nbr: [text field]
- ☐ Project Line Nbr: [text field]
- ☐ Item Code: [text field]

 At the bottom of the dialog are four buttons: "OK", "Parameters", "Cancel", and "Help".

**Figure 10-17. Find Sample Parameters**

Check the square boxes of known information to the left. The fields with information entered are required to match the existing data exactly. Right click on a field and select search to find the desired Material Code and Contract ID.

Contract ID (Figure 10-18) will require a space in front of the dash for contracts containing only one alpha character. Contracts with two alpha characters do not require any spaces. The simplest method for entering contract ID may be to use the search method.



**Figure 10-18. Enter Contract ID**

Figure 10-19 illustrates the samples containing the information that has been entered. Scroll the page to the right to observe more information.

Find Samples for Contract B -35301						
Project Number	Project Line Number	Contract Line Number	Sample ID		Material Name	Producer Sup
1173299	0051	0051	R133422805101	707M00020	Prestressed Structural Members	9424
1173299	0051	0051	R133422805102	707M00020	Prestressed Structural Members	9424
1173299	0051	0051	R135473520000	707M00020	Prestressed Structural Members	9424

**Figure 10-19. Samples Found**

Once the proper Sample ID has been identified from the given information, the Sample ID may be copied and pasted into the Sample ID location (Figure 10-20). An alternate procedure would be to return to the Sample Information Panel (Figures 10-3 and 10-4), and enter the Sample ID. This procedure will open up the sample.

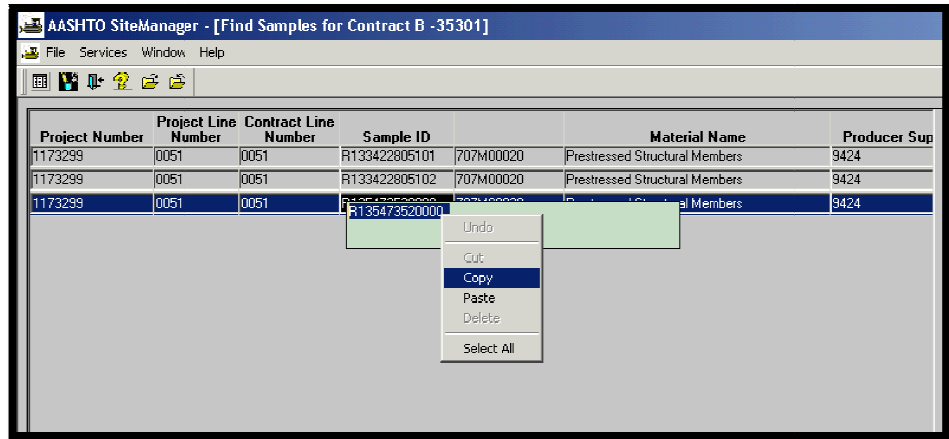


Figure 10-20. Identify Sample ID